

Spartan Lyrical Society Procedure

Number: Procedure XX.

Version: 00

Title: Costume Loan Procedure

Status: Approved May 21, 2019.

Description: This procedure describes the process for loaning SLS costumes/ props/ equipment to any other qualified entity.

Relevant Bylaws: Not applicable

Background Information: SLS has loaned items in the past in an informal fashion with no tracking system in place. SLS needs a written policy and loan agreement in order to keep track of what items are out on loan and to minimize confusion and material losses. Note that SLS is not in the business of costume or item sales / rental; all transactions are loans only.

Process Steps:

Assumptions:

- The borrower is a qualifying school, non-profit organization, student or faculty member.
- The loaned items will be used for class work, school sanctioned events, or non-profit theatrical productions within the community.
- Where the term 'Costume' is used throughout this procedure, it can be taken to mean 'costumes, props or equipment.'

Constraints:

- SLS items are not available for unofficial functions, parties, Halloween, or other personal use.
- Student borrowers who are under the age of 18 must have a parent sign the Loan Agreement.

STEP 0) Costumes are inventoried, in useable condition, and stored at SPMS. A request to borrow costumes is received.

STEP 1) The request to borrow costumes is referred to the current president as well as the costume chair (or designee). The costume chair determines whether the requested items are available for loan during the time period requested. Based on the steps to accurately complete the procedures for a costume loan, there will need to be a reasonable expectation placed on the number of costumes to be loaned at one time, perhaps depending on the costume chair and/or president's discretion. NOTE: if an item is determined to be needed by SLS within one month of the end of the loan period, it should not be loaned out.

STEP 2) The president and the costume chair are empowered to make the loan decision. They will determine the terms of the loan agreement, including appropriate security deposits. If an affirmative

loan decision is made, the entire board must be notified as a courtesy and the decision must be noted in the next SLS board meeting minutes with relevant pertinent information.

STEP 3) At this point, the costume chair (or designee) shall be the primary point of contact with the borrower.

STEP 4) The costume chair will prepare the Costume Loan Policy and Costume Loan Agreement (attachment 1 of this procedure) and present it to the borrower for completion and signature. NOTE: any borrowers who are minor students shall have their parent sign the Costume Loan Agreement. NOTE: the forms can be modified for props or equipment. A copy of the Loan Agreement shall remain in a binder in the costume closet.

STEP 5) All items shall be photographed by the costume chair (or designee) prior to being loaned. Photos shall remain in possession of SLS for later reconciliation.

STEP 6) Upon the receipt of the signed Costume Loan Agreement, security deposit (if any) and photographs, the items may remain in custody of the borrower until the agreed upon return date.

STEP 7) The costume chair will forward any security deposit checks to the treasurer with adequate documentation.

STEP 8) As items are returned, they will be inspected for useable condition and acceptable cleanliness and put back into available inventory / storage at SPMS.

STEP 9) When all items are returned, the costume chair will notify the treasurer so that a return of the security deposit (minus any deductions) can be completed.

STEP 10) The costume chair notifies the president that the terms of the Costume Loan Agreement are complete and this is noted in the next SLS board meeting minutes.

BONUS STEP) Tax-deductible donations to SLS can be accepted at any time via the *Contact Us > Donate to SLS* page of the website (spmssings.org). Checks made out to SLS are also acceptable and should be forwarded to the treasurer. Any donations received must be reported in the next SLS board meeting minutes.

Required Forms:

Costume Loan Policy and Costume Loan Agreement (attachment A)

Amendments: Any board member can draft an amendment to this procedure, to be discussed and voted on by the board at a regular board meeting, according to the bylaws & procedures.

Attachment A
Spartan Lyrical Society (SLS)
COSTUME LOAN POLICY

This policy exists to allow qualifying schools, non-profit organizations, students and faculty to borrow costumes from SLS costume inventory for use in class work, school sanctioned events or theatrical productions within the community. Costumes are not available for unofficial functions, parties, Halloween or other personal use.

- I. Organizations/individuals may borrow from SLS costume storage, by appointment with permission from the SLS President and Costume Chair or designated assistant upon SLS approval. Appointments must be made with adequate notice and must be at the SLS designee's convenience.
- II. A **COSTUME LOAN AGREEMENT** must be filled out and the individual signing the contract will be responsible for replacement, repair or payment for any damaged item. Item's worth will be assessed by its replacement cost. Some fragile or difficult to replace, period items, or expensive items may not be loaned. In the event of loss or damage, the amount and manner of restitution will be at the discretion of the SLS board.
- III. SLS may require a security deposit for costumes borrowed. The amount of the security deposit will depend on the costumes borrowed and will be defined in the costume loan agreement (see item II).
- IV. Under no circumstances is a costume to be cut or permanently altered in any way or used for any other purpose than that stated in the loan contract, unless permission is otherwise given and noted on the Costume Loan Agreement.
- V. Temporary alterations can be made (basting hems, taking in or letting out of seams, tightening waistbands). Costumes altered other than for minor fit issues should be returned in original condition unless permission is otherwise given and noted on the Costume Loan Agreement.
- VI. All items must be returned by the date specified on the loan contract. Late returns may accrue a fee. Returns must be made to an SLS Board member or their designee during agreed upon arrangements (see item I).
- VII. All costume items must be cleaned prior to return. Dry cleaning or special cleaning treatments will be noted in the loan agreement. Cleaning requirements will be negotiated on a case-by-case basis depending upon the conditions of the costume's use and the cleaning requirements of the costume. Failure to return items cleaned may result in loss of security deposit.
- VIII. Conditions of loans to other theatre groups and/or schools include program recognition of the Severna Park Middle School Spartan Lyrical Society.
- IX. Borrowers may not loan SLS items out to a third-party entity.
- X. Conditions of loans to outside theatre groups include a donation to the SLS and/or reciprocal loans.

Spartan Lyrical Society (SLS) COSTUME LOAN AGREEMENT

Loan is made to (authorized representative):
School/Organization:
Phone:
E-mail:
Address:
Date of Loan/Rental:
Return Date:

All items will be returned in accordance with the SLS **Costume Loan Policy**. Failure to do so will result in loss of security deposit and/or additional fees for costume repair or replacement.

Signature of Representative (if minor, then parent)	DATE	Deposit/Fee paid (if required)

Date Returned:

Deposit Returned:

Donation to SLS:

SLS Board Signature (or Costume Chair/Designee):

Spartan Lyrical Society (SLS) COSTUME LOAN AGREEMENT

Loan is made to (authorized representative):
School/Organization:
Date of Loan/Rental:
Return Date:

ITEMS LOANED:

Description (include size, color, etc.)	List any work performed (other than seams/hems) (e.g. new zipper, buttons)	List any Alterations allowed (other than seams/hems)	# of items